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Before getting started, make sure the following is complete:

All revenue data for the period has been processed.

All adjustments for the period have been made.

PROCESSING LOCAL REVENUE DISBURSEMENTS

STEP 1: Verify Data – The results of this query will determine if you have any adjustments required before beginning the initial process. Also this query will be used to balance to your Disbursement Summary Report.

NAVIGATION: Main Menu > Reporting Tools > Query > Query Viewer

1. The [Query Viewer](#) page will display.
 - a. Enter “AOC_CHARGE_ID_ALLOC_EOM” as your search criteria.
 - b. Click the **Search** button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

Query					Personalize Find View All				
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_CHARGE_ID_ALLOC_EOM	Charges inc9588,9591,7530w/OTH	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

- c. The AOC_CHARGE_ID_ALLOC_EOM query will display.
 - i. Click the [HTML](#) or [Excel](#) link, then enter your JUD## (SetID) and Z-date range values for the search. (Include the entire month, i.e. 05/01/2016 to 05/31/2016)
 - ii. The results will show the allocation of all payments and adjustments.
 - d. Click the **View Results** button.
2. Query should be downloaded to Excel and sub-totaled by Charge Code.
 - a. Then review each Sub-Total Amount to confirm none are a negative (-) sub-total amount. Should there be a negative sub-total amount, an adjustment must be entered before proceeding to Step 2. **(See Appendix for Excel tips.)**

NOTE: Any errors found must be fixed before moving forward. Navigate to the bill in error to review and make corrections. Contact the JIS Helpdesk for support.

STEP 2: Create Local Revenue Bills - This process creates summarized credit bills for each Local Disbursement customer and Charge Code.

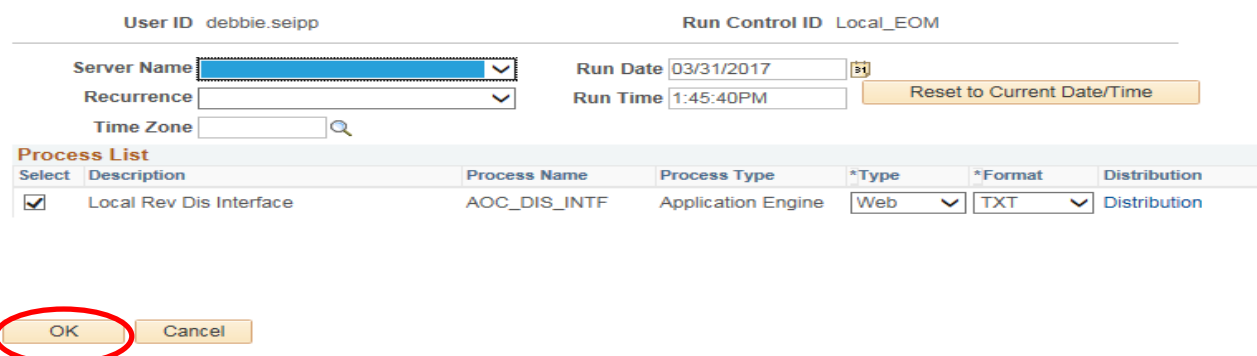
NAVIGATION: Main Menu > Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement

1. The **Local Revenue Disbursement** – Run Control page will display.
 - a. Select a Run Control – Click Search to “Find an Existing Value” or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g. ‘LRV’ or ‘Local_Revenue’).
 - b. The **Local Revenue Disbursements Interface** page will display.
 - i. **Business Unit:** Enter JUD##.
 - ii. **From Date:** Enter Beginning date of the disbursement period.(i.e.: 1st of Prior month)
 - iii. **Through Date:** Enter Ending date of the disbursement period.(i.e.: last of Prior month)
 - iv. **Accounting Date:** Will default to the selected Through Date. (i.e.: Prior month end date)
 - v. Click the **Save** button.
 - vi. Click the **Run** button.



- c. The **Process Scheduler Request** page will display.
 - i. Confirm the **AOC_DIS_INTF** Process Name is selected in the Process List section.
 - ii. Click the **OK** button.

Process Scheduler Request



- d. The [Local Revenue Disbursements Interface](#) page will display.
 - i. A Process Instance number will display to show that processing has begun.
 - ii. Click the [Process Monitor](#) link.

Local Revenue Disbursements Interface

Run Control ID Local_EOM Report Manager **Process Monitor** Run

Process Instance: 1195451

Run Control Parameters

*Business Unit: JUD13

*From Date: 01/01/2017

*Through Date: 01/31/2017

Accounting Date: 01/31/2017

Save Notify Add Update/Display

The [Process List](#) page will display.

- iii. Review the process list to see the AOC_DIS_INTF process is running.
- iv. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 1. If the Run Status = NO SUCCESS – **STOP!**
 2. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
 3. Once the Run Status = *Success* and Distribution Status = *Posted*. Click the Details link, then Message Log to obtain the Interface ID No. for the next process.

Process List Server List

View Process Request For

User ID: debbie.seipp Type: Last 10 Hours Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize Find View All First 1 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195451		Application Engine	AOC_DIS_INTF	debbie.seipp	03/31/2017 1:45:40PM EDT	Success	Posted	Details

Go back to Local Revenue Disbursement

Save Notify


STEP 3: Run the Billing Interface – This step transmits the local revenue disbursement data from the staging table to the Billing module creating new LRV bills. This step also processes your transactions and allocates the revenue based on the accounting rules and system configuration settings.

NAVIGATION: Main Menu > Billing > Interface Transactions > Process Billing Interface


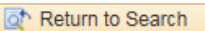

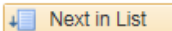
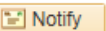


1. The **Process Billing Interface** Run Control page will open.
 - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID to be used each month for processing your local revenue.
 - b. Look up your Interface ID by using the Magnifying Glass icon to the right of the **From Interface ID:** field.
 - i. There should only be one Interface ID in your list.
 - ii. Click the new Interface ID number to add it to the **From Interface ID** field.

Process Billing Interface

Run Control ID Local_EOM Report Manager Process Monitor **Run**

*From Interface ID 

To Interface ID 39933

- c. Click the **Save** button.
 - d. Click the **Run** button.
2. The **Process Scheduler Request** page will display.
 - a. Confirm the **BIIF0001** Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.
3. The **Process Billing Interface** page will display.
 - a. A Process Instance number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.
4. The **Process List** page will display.
 - a. Review the process list to see the BIIF0001 process is running.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.

- i. If the Run Status = NO SUCCESS – **STOP!**
- ii. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
- c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.
- d. Click the [Message Log](#) Link – **THIS IS AN IMPORTANT STEP.**
 - i. The Message Log page will display.

Message Log			
<div>Process</div> <div> <div>Instance: 1195452</div> <div>Type: Application Engine</div> <div>Name: BIIF0001</div> <div>Description: Billing Interface</div> </div>			
<div> <div>Personalize Find View All [Print] [Export]</div> <div>First 1-6 of 6 Last</div> </div>			
Severity	Log Time	Message Text	Explain
10	2:13:43PM	BI Interface was started: 39933 To: 39933 Option: ALL	Explain
10	2:14:49PM	Transactions in Error: 0	Explain
10	2:14:49PM	New Bill Headers Created: 8	Explain
10	2:14:49PM	New Bill Lines Created: 161	Explain
	2:14:53PM	Published message with ID eff37fec-163d-11e7-9ac7-c4f8b2027787 to create entry in folder GENERAL.	Explain
	2:14:53PM	Successfully posted generated files to the report repository	Explain

NOTE: Write down the, “New Bill Headers Created” (number of bills created) as they will be needed further in the process.

- e. If there are **Transactions in Error**: **STOP! Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem.**
- f. Return to the [Process Detail](#) Page by clicking the **Return** button.
- g. Return to the [Process List](#) Page by clicking the **OK** button.
- h. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.

STEP 3A: Baltimore City District Court Only: Locate the Sheriff Bills for Special

Handling – The sheriff bills are only paid out quarterly, (September, December, March, and June). If you are processing for a non-sheriff disbursing month then you will need to place your sheriff bill(s) on a status of 'HOLD' to prevent from being paid out in the current month.

NOTE: Process 1 should only be completed for months: July, August, October, November, January, February, April and May.

Process 2 should be completed for months: September, December, March, and June.

Process 1: NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. The "Find an Existing Value" tab will default in.
 - b. **Business Unit:** Enter "JUD74".
 - c. **Customer:** Enter 'LOC0005990' which is the customer number for the Baltimore City Sheriff.
 - d. Click the Search button to locate the Sheriff's bill.

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Receipt No begins with

Bills in Business Unit =

Template Invoice Flag =

☐ Case Sensitive

Search
Clear

Basic Search
Save Search Criteria

- e. Header – Info tab will open.
 - i. Change the Status from ‘New’ to ‘HLD’ (Hold Bill). This will ensure the bill does not get processed until the appropriate month.
 - ii. Click the Save button.
 - iii. Proceed to **STEP 4** below.

Header - Info 1

Line - Info 1

Unit JUD74

Invoice 0013977174

Pretax Amt -540.00 USD

Status HLD

*Type LRV

*Customer LOC0005990

SHERIFF OF BALTIMORE CITY

*Invoice Form DEFAULT

Accounting Date 08/31/2018

Remit To BOA

Sales DEFAULT

Credit DEFAULT

Billing Specialist DEFAULT

Default Biller

Invoice Date 08/31/2018

Source LOCAL_REV

SubCust1

From Date

Pay Terms IMMED

Bank Account 74

Bill Inquiry Phone

Collector DEFAULT

Billing Authority DEFAULT

Default Biller

Cycle ID DAILY

*Frequency Once

SubCust2

To Date

Pay Method Check

Go to:

Header Info 2

Address

Copy Address

Notes

Express Entry

Attachments

Summary

Bill Search

Line Search

Navigation Header - Info 1

Page Series

Prev

Next

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Header - Info 1 | Line - Info 1

END OF PROCESS 1.

NOTE: Process 2 for months: September, December, March, and June.

The below instructions are the months which you will be disbursing the money to the Sheriff. For any one of the above months you will have 2 previous month bills which were placed in a HOLD status. Plus you will have a current bill for the Sheriff in the status of 'New' as all your other LRV bills. These instructions are how to change the invoice and accounting date for the 2 bills of HOLD, and how to change the status of HOLD to 'Ready to Bill' so they can be disbursed.

Process 2: Change Invoice and Accounting Date

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. The "Find an Existing Value" tab will default in.
 - b. Business Unit: Enter "JUD74".
 - c. Customer: Enter 'LOC0005990' which is the customer number for the Baltimore City Sheriff.
 - d. Click the Search button to locate the Sheriff's bill.
 - e. Click in the invoice number and open the first bill listed in the Search Results set.

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Business Unit = JUD74 🔍

Invoice begins with 🔍

Bill Status = ▼

Customer begins with LOC0005990 x 🔍

Receipt No begins with 🔍

Bills in Business Unit = 🔍

Template Invoice Flag = ▼

☐ **Case Sensitive**

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All									
								First	1-4 of 4
								Last	
Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Receipt No	Bills in Business Unit	Template Invoice Flag
JUD74	0013977174	Regular	LRV	Hold	LOCAL_REV	LOC0005990 (blank)	JUD74	No	
JUD74	0013977171	Regular	LRV	Hold	LOCAL_REV	LOC0005990 (blank)	JUD74	No	
JUD74	0013718894	Regular	LRV	Hold	LOCAL_REV	LOC0005990 (blank)	JUD74	No	
JUD74	0013718892	Regular	LRV	Hold	LOCAL_REV	LOC0005990 (blank)	JUD74	No	

- f. The **Header-Info 1** page will display.

Header - Info 1 | Line - Info 1

Unit JUD74 Invoice 0013977174 Pretax Amt -540.00 USD

Status HLD Invoice Date 08/31/2018 Cycle ID DAILY
 *Type LRV Source LOCAL_REV *Frequency Once
 *Customer LOC0005990 SubCust1 SubCust2

SHERIFF OF BALTIMORE CITY

*Invoice Form DEFAULT From Date To Date
 Accounting Date 08/31/2018 Pay Terms IMMED Pay Method Check
 Remit To BOA Bank Account 74
 Sales DEFAULT Bill Inquiry Phone Collector DEFAULT
 Credit DEFAULT Billing Authority DEFAULT
 Billing Specialist DEFAULT Default Biller Default Biller

Go to: Header Info 2 Address Copy Address
 Notes Express Entry Attachments
 Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

- e. Change the Accounting **and** Invoice date to end of September, or December, or March, or June, depending which local month you are working on. This will ensure the bill will get picked up for the appropriate month.
- f. Click the Save button.
- g. Proceed with the next bill until all 4 LRV bills on Hold have the appropriate Accounting and Invoice date.

Header - Info 1 | Line - Info 1

Unit JUD74 Invoice 0013977174 Pretax Amt -540.00 USD

Status HLD Invoice Date 09/30/2018 Cycle ID DAILY
 *Type LRV Source LOCAL_REV *Frequency Once
 *Customer LOC0005990 SubCust1 SubCust2

SHERIFF OF BALTIMORE CITY

*Invoice Form DEFAULT From Date To Date
 Accounting Date 09/30/2018 Pay Terms IMMED Pay Method Check
 Remit To BOA Bank Account 74
 Sales DEFAULT Bill Inquiry Phone Collector DEFAULT
 Credit DEFAULT Billing Authority DEFAULT
 Billing Specialist DEFAULT Default Biller Default Biller

Go to: Header Info 2 Address Copy Address
 Notes Express Entry Attachments
 Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

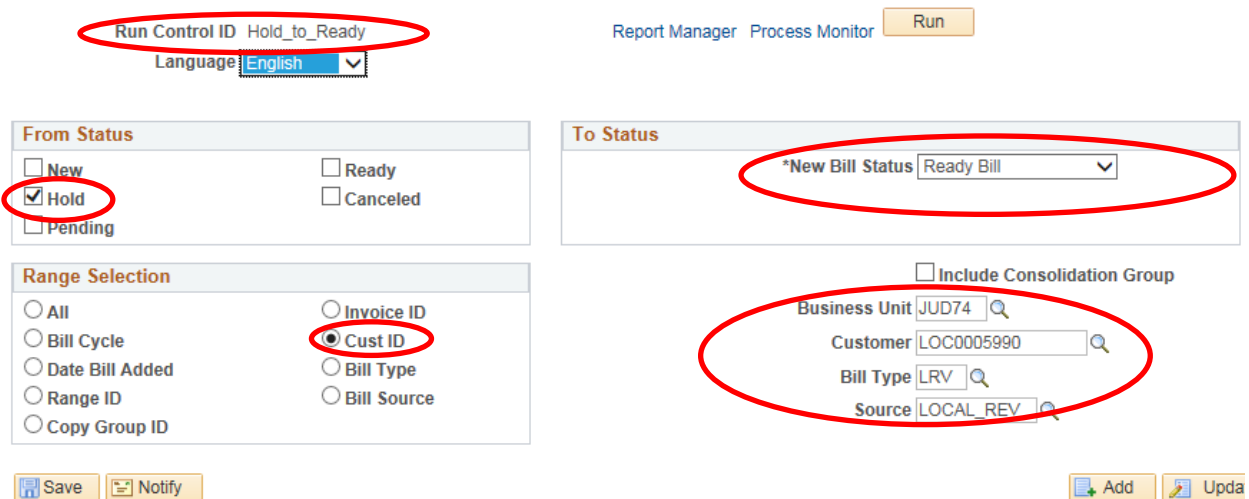
Header - Info 1 | Line - Info 1

Process 2: Change the status of HOLD to 'Ready to Bill'

NAVIGATION: Main Menu > Billing > Maintain Bills > Change Status of Bills

1. The **Bill Status Change** Run Control page will display.
 - a. Select a Run Control – *Note: Be sure to create a new run control the very first time you run this process. It will then be available each time you need to run this in the future. Name this Run Control 'Hold_to_Ready'.*
 - a. Search for the run control named, 'Hold to Ready'.
2. The **Change Status of Bills** Run Control page will display.
 - a. Complete the following run control settings:
 - i. **From Status:** Select "Hold".
 - ii. **To Status:** Select "Ready Bill".
 - iii. **Range Selection:** Select "Cust ID".
 - iv. **Business Unit:** Select "JUD74".
 - v. **Customer:** Enter "LOC0005990".
 - vi. **Bill Type:** Enter "LRV".
 - vii. **Source:** Enter "LOCAL_REV".
 - b. Click the **Save** button.
 - c. Click the **Run** button.

Change Status of Bills



The screenshot shows the 'Change Status of Bills' Run Control page. Key settings are highlighted with red circles:

- Run Control ID:** Hold_to_Ready
- Language:** English
- From Status:** Hold (selected)
- To Status:** *New Bill Status: Ready Bill
- Range Selection:** Cust ID (selected)
- Business Unit:** JUD74
- Customer:** LOC0005990
- Bill Type:** LRV
- Source:** LOCAL_REV

Buttons at the bottom include Save, Notify, Add, and Update.

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [BIIVCSTS](#) Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.

Process Scheduler Request

User ID: debbie.seipp Run Control ID: Hold_to_Ready

Server Name: Run Date: 04/07/2017

Recurrence: Run Time: 11:01:32AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

4. The [Change Status of Bills](#) page will display.
 - a. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - b. Click the [Details](#) Link next to the Distribution Status.
6. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link to review the logs associated with the results of the process.
7. The [View Log/Trace](#) page will display.
 - a. Click the [BIVCSTS](#) PDF file to open the Invoice Status Change Report to review all bills.

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195612		SQR Report	BIIVCSTS	debbie.seipp	04/07/2017 11:01:32AM EDT	Success	Posted	Details

File List		
Name	File Size (bytes)	Datetime Created
BIIVCSTS_1195612.PDF	3,033	04/07/2017 11:04:02.778759AM EDT
BIIVCSTS_1195612.out	0	04/07/2017 11:04:02.778759AM EDT
SQR_BIIVCSTS_1195612.log	1,697	04/07/2017 11:04:02.778759AM EDT

- b. You should have 4 bills listed in the report that were changed from Hold to Ready.

Report ID: BIIVCSTS PeopleSoft BI INVOICE STATUS CHANGE REPORT Page No. 1
Run Date 10/10/2018
Run Time 14:25:24

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUD74	0013718892	LRV	SHERIFF OF BALTIMORE CIT	LOC0005990				IMMED	B	H	N
RDY		0013718894	LRV	SHERIFF OF BALTIMORE CIT	LOC0005990				IMMED	B	H	N
RDY		0013977171	LRV	SHERIFF OF BALTIMORE CIT	LOC0005990				IMMED	B	H	N
RDY		0013977174	LRV	SHERIFF OF BALTIMORE CIT	LOC0005990				IMMED	B	H	N

Range Option: CUST ID
Bill-To Cust Id: LOC0005990
Bill Source Id: LOCAL_REV
Bill Type: LRV
Business Unit: JUD74
Total Number of bills updated: 4

STEP 4: Run Disbursement Reports – Disbursement Reports consist of a single summary report and statement reports of credit refunds to be made to each local municipality. You will run and print both sets of reports.

NAVIGATION: Main Menu > Maryland Judiciary > Reports > Disbursement Reports

1. The **AOC_DIS_SUM** Run Control page will display.
 - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
2. The **Disbursement Reports** page will display.
 - a. **Business Unit:** Enter JUD##.
 - b. **Date From:** and **Date To:** Enter the date range of the disbursement period.
 - c. Select the **Disbursement Summary** option.
 - d. Click the **Save** button to save your run control parameters.
 - e. Click the **Run** button.

Aoc Dis Sum Rpt

Disbursement Reports

Run Control ID Local_EOM
Report Manager
Process Monitor

Run

Report Request Parameters

***Business Unit** JUD13

***Date From:** 01/01/2017

***Date To:** 01/31/2017

Reports

☒ Disbursement Summary

☐ Disbursement Statement

Enter Disb Sum Total

Interest Amount

Save
 Return to Search

Previous in List
 Next in List

Notify
 Add

Update/Display

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [AOCDISBSUM](#) Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button to return to the [Disbursement Reports](#) page.

Process Scheduler Request

User ID debbie.seipp
Run Control ID Local_EOM

Server Name
 Recurrence
 Time Zone

Run Date
 Run Time

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	Distribution

4. The [Disbursement Reports](#) page will display.
 - a. A Process Instance number will display below the Run button indicating that the AOCDISBSUM process has begun.
 - b. Select the [Process Monitor](#) link to see the run and distribution statuses.
5. The [Process List](#) page will display.
 - a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status.

Process List
Server List

View Process Request For

User ID
 Server

Type
 Name

Last
 Instance From Instance To

1 Hours
☒ Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195453		BI Publisher	AOCDISBSUM	debbie.seipp	03/31/2017 2:22:03PM EDT	Success	Posted	Details

6. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link.

Process Detail

Process	
Instance	1195453
Type	BI Publisher
Name	AOCDISBSUM
Description	Disbursement Reports
Run Status	Success
Distribution Status	Posted
<div> <div>Run</div> <div>Update Process</div> </div>	
Run Control ID	Local_EOM
Location	Server
Server	PSNT3
Recurrence	
<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request	
<div> <div>Date/Time</div> <div>Actions</div> </div>	
Request Created On	03/31/2017 2:24:14PM EDT
Run Anytime After	03/31/2017 2:22:03PM EDT
Began Process At	03/31/2017 2:24:39PM EDT
Ended Process At	03/31/2017 2:25:09PM EDT
	Parameters Message Log Batch Timings View Log/Trace
	Transfer View Locks
<div> <div>OK</div> <div>Cancel</div> </div>	

7. The [View Log/Trace](#) page will display.
 - a. Click the [AOC_DISB_SUM.pdf](#) link to open and review the Disbursement Summary Report.

View Log/Trace

Help

Report	
Report ID	1146174
Process Instance	1195453
Name	AOCDISBSUM
Process Type	XML Publisher
Run Status	Success
Disbursement Reports	
Distribution Details	
Distribution Node	PSUNIX
Expiration Date	04/07/2017
File List	
Name	File Size (bytes)
Datetime Created	
AE_AOCDISBSUM_1195453.stdout	303
AE_AOCDISBSUM_1195453.trc	0
AOC_DISB_SUM.pdf	41,297
03/31/2017 2:25:09.832989PM EDT	
03/31/2017 2:25:09.832989PM EDT	
03/31/2017 2:25:09.832989PM EDT	
Distribute To	
Distribution ID Type	*Distribution ID
User	debbie.seipp
<div>Return</div>	

- b. Review the Disbursement Report. All amounts to be disbursed will be displayed on the report as a summary invoice amount per charge code/per customer.
 - i. This report should balance to the AOC_CHARGE_ID_ALLOC_EOM run in the previous step.

Note: If the results do not match, please enter a Helpdesk ticket for assistance in balancing.



DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By _____

Business Unit: JUD13 - Howard County Circuit Court

Date From: 01/01/2017 Date To: 01/31/2017

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0009134597	2017-01-31	Marriage License App	13270	9511	\$6,525.00	0.000	HOWARD COUNTY DIRECTOR OF FINANCE	526000965
0009134598	2017-01-31	LR County Transfer Tax	13270	9511	\$2,225,401.16	0.000	HOWARD COUNTY DIRECTOR OF FINANCE	526000965
0009134599	2017-01-31	BL County	13270	9511	\$2,010.11	0.000	HOWARD COUNTY DIRECTOR OF FINANCE	526000965
0009134600	2017-01-31	Marriage Civil Ceremony	13270	9511	\$680.00	0.000	HOWARD COUNTY DIRECTOR OF FINANCE	526000965

- c. Click the **Return** button to go back to the [Process Detail](#) page.
- d. Click the **OK** button to return to the Process List.
- e. Click the [Go back to AOC_DIS_SUM](#) link at the bottom of the page above the Save button.

8. The *Disbursement Reports* page displays.

NOTE: Circuit Court should process this report after STEP 5 – Interest is processed.

- Business Unit:** (JUD##) and date range are still populated.
- Disbursement Statement:** Select this option. (This report should be distributed to each Disbursement recipient to communicate monies being received.)
- Click the **Save** button.
- Click the **Run** button.

Aoc Dis Sum Rpt

Disbursement Reports

Run Control ID Local_EOM
Report Manager
Process Monitor
Run

Report Request Parameters

*Business Unit 🔍
*Date From: 📅
*Date To: 📅

Reports

☐ Disbursement Summary

☒ Disbursement Statement

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

9. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [AOCDISBSUM](#) Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button to return to the Disbursement Reports page.

Process Scheduler Request

User ID

debbie.seipp

Run Control ID

Local_EOM

Server Name

Run Date

04/05/2017

Recurrence

Run Time

3:27:57PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	Distribution

OK

Cancel

10. The [Disbursement Reports](#) page will display.
 - a. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
 - b. Select the [Process Monitor](#) link to see the run and distribution statuses.
11. The [Process List](#) page will display.
 - a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status.

Process List

Server List

View Process Request For

User ID

debbie.seipp

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Process List

Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195548		BI Publisher	AOCDISBSUM	debbie.seipp	04/05/2017 3:27:57PM EDT	Queued	N/A	Details

Go back to Disbursement Reports

Save

Notify

12. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link.

Process Detail
✕

[Help](#)

Process

Instance 1195548	Type BI Publisher
Name AOCDISBSUM	Description Disbursement Reports
Run Status Success	Distribution Status Posted

Run

Run Control ID Local_EOM
 Location Server
 Server PSNT3
 Recurrence

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On 04/05/2017 3:29:22PM EDT
 Run Anytime After 04/05/2017 3:27:57PM EDT
 Began Process At 04/05/2017 3:29:37PM EDT
 Ended Process At 04/05/2017 3:30:12PM EDT

Actions

[Parameters](#)
[Transfer](#)

[Message Log](#)
[View Locks](#)

[Batch Timings](#)
[View Log/Trace](#)

OK

Cancel

13. The [View Log/Trace](#) page will display.
 - a. Click the [AOC_DISB_STM.pdf](#) link to open and review the Disbursement Statements.
 - b. Multiple statements will be generated for this report and print as separate pages by Customer.

View Log/Trace
✕

[Help](#)

Report

Report ID 1146273	Process Instance 1195548	Message Log
Name AOCDISBSUM	Process Type XML Publisher	
Run Status Success		

Disbursement Reports

Distribution Details

Distribution Node PSUNIX	Expiration Date 04/12/2017
--------------------------	----------------------------

File List

Name	File Size (bytes)	Datetime Created
AE_AOCDISBSUM_1195548.stdout	303	04/05/2017 3:30:22.433009PM EDT
AE_AOCDISBSUM_1195548.trc	0	04/05/2017 3:30:22.433009PM EDT
AOC_DISB_STM.pdf	42,491	04/05/2017 3:30:22.433009PM EDT

- c. Disbursement Statement example. Use the scroll button to the right to view all the reports.



Howard County Circuit Court
 8360 COURT AVENUE
 ELLICOTT CITY MD 21043
 410/313-3803

Date From: 01/01/2017 **Date To:** 01/31/2017

DISTRICT COURT #10 OF MARYLAND
 3451 COURT HOUSE DRIVE
 ELLICOTT CITY MD 21043-0000

DISBURSEMENT STATEMENT

INVOICE NUMBER	INVOICE DT	INVOICE NAME	FED ID	INVOICE AMOUNT
0009134602	2017-01-31	CR District Court Costs	526002033	180.00
0009182295	2017-01-31	CR District Court Costs	526002033	45.00
		Net disbursed to:	DISTRICT COURT #10 OF MARYLAND	225.00

If District Court – Skip STEP 5 and go to STEP 6 on page 29.

If Circuit Court and NOT posting Local Revenue Interest – Skip STEP 5 and go to STEP 6 on page 29.

If Circuit Court and Posting Local Revenue Interest - Proceed with STEP 5 below.

STEP 5: Post Local Revenue Interest - CIRCUIT COURT ONLY – As part of the Local Revenue Disbursement process, the interest generated against Local Revenue must be entered into GEARS as a separate bill per customer so it can also be disbursed. To calculate the amount of interest to be disbursed to each customer, run the Disbursement Transmittal Summary Report. This will provide the total local revenue to be paid to each customer for the period entered. Interest will be calculated on all Charge Codes except those you have requested be excluded from Interest calculation.

NOTE: The Local Revenue Interest amount provided to you from DBF should be used for current month disbursement, unless you are disbursing your interest quarterly or annually.

STEP 5.1 – Generate and Print Local Revenue Disbursement Reports

NAVIGATION: Main Menu > Maryland Judiciary > Reports > Disbursement Reports

1. The **AOC_DIS_SUM** Run Control page will display.
 - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
2. The **Disbursement Reports** page will display.
 - a. **Business Unit:** Enter JUD##.
 - b. **Date From:** and **Date To:** Enter the 1st and last day of the month interest is being calculated.
 - c. **Disbursement Summary:** Select this option.
 - d. Enter the total interest amount to be disbursed (e.g. \$439.90).
 - e. Click the **Save** button.
 - f. Click the **Run** button.

Aoc Dis Sum Rpt

Disbursement Reports

Run Control ID Local_EOM
Report Manager
Process Monitor
Run

Report Request Parameters

*Business Unit
*Date From:
*Date To:

Reports

☒ Disbursement Summary

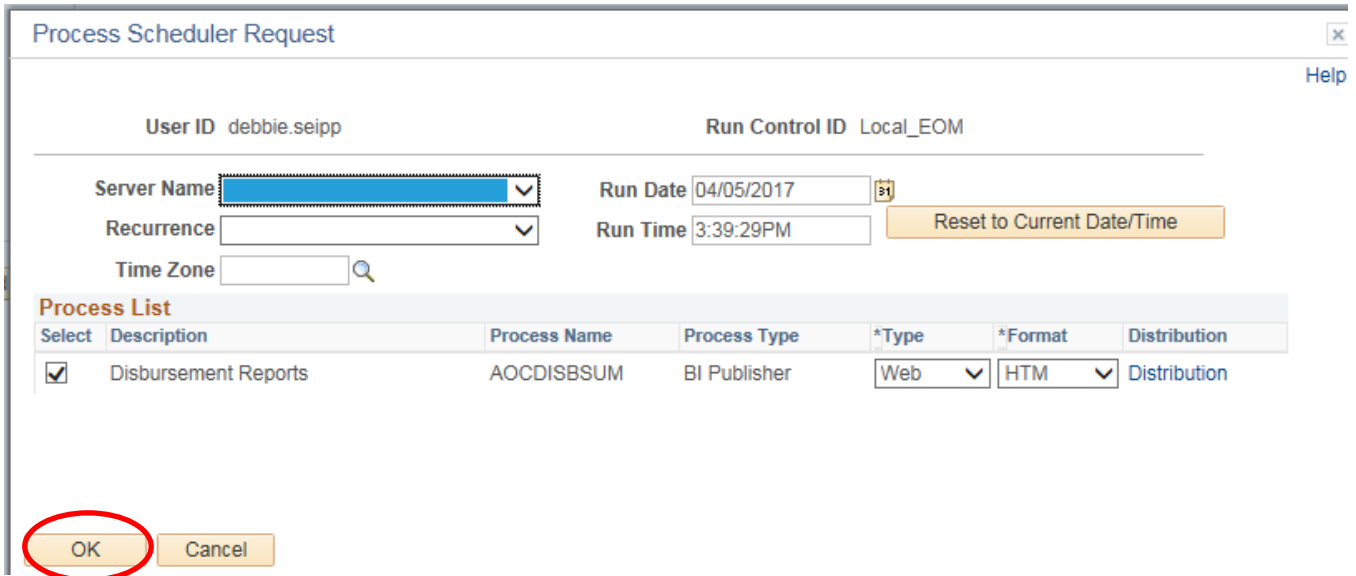
☐ Disbursement Statement

Enter Disb Sum Total
Interest Amount

439.90 x

Save
Return to Search
Notify
Add
Update/Display

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [AOCDISBSUM](#) Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button to return to the Disbursement Reports page.



Process Scheduler Request

User ID: debbie.seipp Run Control ID: Local_EOM

Server Name: [dropdown] Run Date: 04/05/2017 [calendar icon]

Recurrence: [dropdown] Run Time: 3:39:29PM [Reset to Current Date/Time]

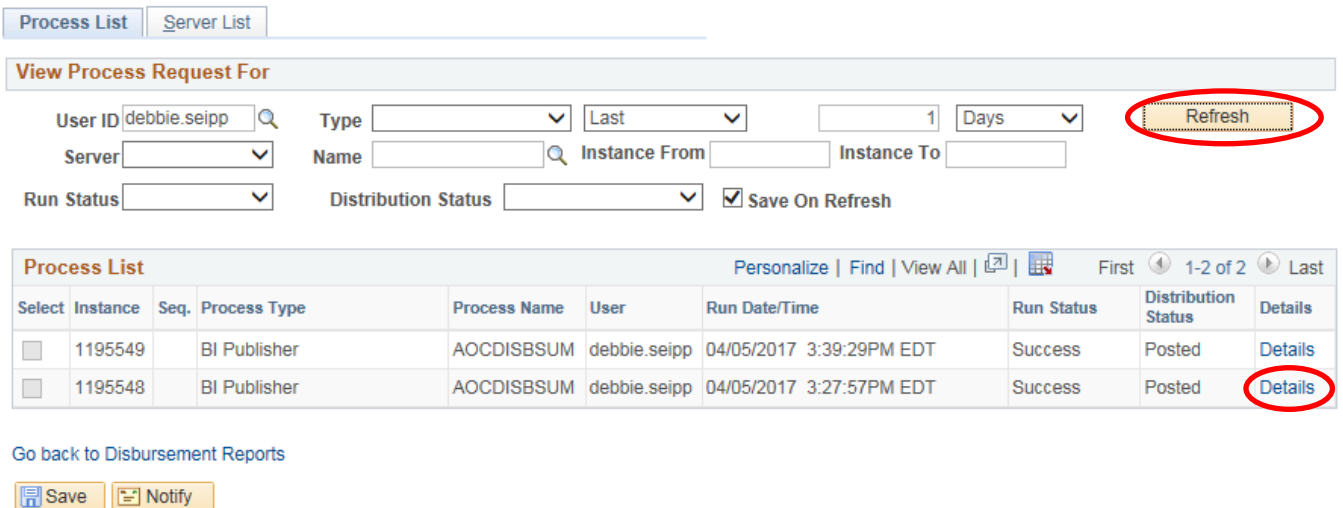
Time Zone: [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Disbursement Reports	AOCDISBSUM	BI Publisher	Web	HTM	Distribution

OK Cancel

- c. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
 - d. Select the [Process Monitor](#) link to see the run and distribution statuses.
4. The [Process List](#) page will display.
 - a. Review the Process List to see the AOCDISBSUM process is running.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status.



Process List Server List

View Process Request For

User ID: debbie.seipp [search icon] Type: [dropdown] Last: [dropdown] 1 Days [dropdown]

Server: [dropdown] Name: [dropdown] Instance From: [dropdown] Instance To: [dropdown]

Run Status: [dropdown] Distribution Status: [dropdown] ☒ Save On Refresh

Refresh

Process List Personalize | Find | View All | [calendar icon] | [refresh icon] First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195549		BI Publisher	AOCDISBSUM	debbie.seipp	04/05/2017 3:39:29PM EDT	Success	Posted	Details
<input type="checkbox"/>	1195548		BI Publisher	AOCDISBSUM	debbie.seipp	04/05/2017 3:27:57PM EDT	Success	Posted	Details

Go back to Disbursement Reports

Save Notify

5. The [Process Detail](#) page will display.
 - a. Click the View Log/Trace link.

Process Detail
 ✕
Help

Process

Instance 1195549	Type BI Publisher
Name AOCDISBSUM	Description Disbursement Reports
Run Status Success	Distribution Status Posted

Run

Run Control ID Local_EOM	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Re-send Content
Location Server	<input type="radio"/> Restart Request
Server PSNT3	
Recurrence	

Date/Time

Request Created On 04/05/2017 3:43:50PM EDT	Parameters	Transfer
Run Anytime After 04/05/2017 3:39:29PM EDT	Message Log	View Locks
Began Process At 04/05/2017 3:44:09PM EDT	Batch Timings	
Ended Process At 04/05/2017 3:44:24PM EDT	View Log/Trace	

[OK](#)
[Cancel](#)

6. The [View Log/Trace](#) page will display.
 - a. Click the [AOC_DISB_SUM.pdf](#) link to open and review the Disbursement Summary Report.

View Log/Trace
 ✕
Help

Report

Report ID 1146275	Process Instance 1195549	Message Log
Name AOCDISBSUM	Process Type XML Publisher	
Run Status Success		

Disbursement Reports

Distribution Details

Distribution Node PSUNIX	Expiration Date 04/12/2017
---------------------------------	-----------------------------------

File List

Name	File Size (bytes)	Datetime Created
AE_AOCDISBSUM_1195549.stdout	303	04/05/2017 3:44:24.285296PM EDT
AE_AOCDISBSUM_1195549.trc	0	04/05/2017 3:44:24.285296PM EDT
AOC_DISB_SUM.pdf	41,330	04/05/2017 3:44:24.285296PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	debbie.seipp

[Return](#)

- b. After reviewing the report, notice that all amounts to be disbursed are displayed on the report as a summary invoice amount per charge code/per customer.
- i. In this example:
1. The Law Library receives money generated from Appearance Fees and CR Fines.
 2. The City of Westminster receives money generated from Business Licenses.
 3. The Sheriff for Carroll County receives interest money also.

Date From: 01/01/2017 **Date To:** 01/31/2017

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0009094102	2017-01-31	Appearance Fee	06290	9522	\$2,855.00	156.680	CARROLL COUNTY LAW LIBRARY	521108527
0009094109	2017-01-31	CR Fine	06290	9522	\$1,269.74	69.680	CARROLL COUNTY LAW LIBRARY	521108527
0009094104	2017-01-31	BL Westminster	06270	9511	\$33.55	1.830	CITY OF WESTMINSTER	526000811
0009094107	2017-01-31	Sheriff Carroll County	06290	9522	\$57.00	3.120	CARROLL COUNTY SHERIFF	526000910

7. The Disbursement Summary Report with Interest Amounts shows the interest disbursement amount per charge code/per customer. These amounts will be useful when creating the Interest Bills. By running this process, the system generates the amounts for you instead of you having to do it manually. (However, there could be slight rounding differences that would require an adjustment when entering the interest bills.)
- a. Using the information on the report, a single interest bill will need to be created for each unique customer.
 - b. For the report shown, three interest bills must be created to disburse the interest.

Date From: 01/01/2017 **Date To:** 01/31/2017

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0009094102	2017-01-31	Appearance Fee	06290	9522	\$2,855.00	156.680	CARROLL COUNTY LAW LIBRARY	8527
0009094109	2017-01-31	CR Fine	06290	9522	\$1,269.74	69.680	CARROLL COUNTY LAW LIBRARY	8527
0009094104	2017-01-31	BL Westminster	06270	9511	\$33.55	1.830	CITY OF WESTMINSTER	0811
0009094107	2017-01-31	Sheriff Carroll County	06290	9522	\$57.00	3.120	CARROLL COUNTY SHERIFF	0910

Interest Amount


STEP 5.2 – Create a Local Interest Bill

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing


2. The **Bill Entry** page will display.
 - a. Click the “Add a New Value” tab to create a new bill.
 - b. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - c. **Bill Type Identifier:** Enter “INT”
 - d. **Bill Source:** Enter “LOCAL_REV”
 - e. **Customer:** Enter the Local Revenue Customer that will receive the disbursement.
 - f. **Invoice Date:** Enter the last day of the previous month (same date as local revenue bills.)
 - g. **Accounting Date:** Enter the last day of the previous month (same date as local revenue bills.)
 - h. Click the Add button to create the new interest bill.


Bill Entry



Find an Existing Value
Add a New Value


Business Unit 


Invoice

Bill Type Identifier 

Bill Source 

Customer  

Invoice Date 

Accounting Date 

Add

3. The default tab, [Header - Info 1](#), of the bill detail page will display.
 - a. Click the [Line – Info 1](#) tab.
4. The [Line – Info 1](#) page will display.
 - a. **Table:** Enter “ID”
 - b. **Identifier:** Enter “INTEREST”
 - c. **Gross Extended:** (Enter the **negative** dollar amount (e.g. -\$5.00) to be disbursed to the 1st customer from the Disbursement Transmittal Summary report with interest amounts listed.) If there is a rounding issue and the disbursement amount on the report is different than what was entered at the time the report was run: (e.g.: \$1000.00 entered BUT \$999.98 disbursed on report)
 - i. Add the difference to the Disbursement Party/Agency with the largest portion of the Local Revenue.
 - ii. Be sure to add this to the Gross Extended amount on the bill.
 - d. Click the **Refresh** button.
 - e. Click the [Accounting](#) link.

Header - Info 1 **Line - Info 1**

Unit JUD13
 Invoice NEXT

Bill To LOC0006236
 HOWARD COUNTY DIRECTOR
 OF FINANCE

Pretax Amt -3,155.31 USD
 Max Rows 5

Bill Line

Identifier Look Up Date 01/31/2017

Seq 1 Line

Table ID

Identifier INTEREST

Identifier

Net Extended -3,155.31
 Description Local Revenue Interest

Quantity	1.0000	From Date	To Date
Unit of Measure	EA	Line Type	REV
Unit Price	-3,155.3100	Tax Code	
Gross Extended	-3,155.31	Exempt Cert	
Less Discount		0.00	
Plus Surcharge		0.00	
Net Extended		-3,155.31	
VAT Amount		0.00	
Tax Amount		0.00	
Net Plus Tax		-3,155.31	

Go to: Line Info 2 Tax **Accounting** Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search

Navigation Line - Info 1

Page Series
 Prev Next

Save Notify **Refresh**

Add Update/Display

5. The **Acctg – Rev Distribution** tab will display.
 - a. Verify the **Identifier:** = INTEREST, **Amounts** (Pretax and Net Extended) are correct and the Distribution **Code information** is correct (e.g.: Dxx2709511).
 - i. Add “INT” in the “Dept” field. (INT is the Bill Type ID from the Header Info 1 page.)
 - b. Click the **Save** button. (Note: An Invoice ID is assigned to your interest bill when saved.)
 - c. Select the *Header – Order Info* option from the **Navigation:** drop-down at the bottom right of the page.

Header - Info 1

Line - Info 1

Revenue Distribution

Unit JUD13
Invoice 0009182296

Bill To LOC0006236
HOWARD COUNTY DIRECTOR
OF FINANCE

Pretax Amt -3,155.31 USD
Max Rows 5

Bill Line

Seq 1

Line

Identifier INTEREST

Description Local Revenue Interest

Net Extended -3,155.31

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Personalize | Find | View All | First | 1 of 1 | Last

Acctg Information

Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
D132709511	C13	13270	0713	9511	1327	A1327	AY2017	INT	100.000

Percent 100.00

Amount -3,155.31

Gross Extended -3,155.31

Go to:

Line Info 2

Tax

Accounting

Discount/Surcharge

Notes

Express Entry

Summary

Bill Search

Line Search

Navigation

Acctg - Rev Distribution

Page Series

Prev

Next

Save

Notify

Refresh

Add

Update/Display

6. The **Header – Order Info** tab will display.
 - a. Enter “INTEREST” in the PO Ref: field. **NOTE:** Must be spelled out as INTEREST.
 - b. Click the **Save** button.

Header - Info 1	Header - Order Info	Line - Info 1
Unit JUD13 Invoice NEXT	Bill To LOC0006236 HOWARD COUNTY DIRECTOR OF FINANCE	Pretax Amt -3,155.31 USD
<div> <div> PO Ref INTEREST </div> <div> Receipt No </div> <div> Contract Date </div> <div> Contract Type </div> <div> OM Bus Unit </div> <div> Order No </div> <div> Order Date </div> <div> Ship Bus Unit </div> <div> Ship ID </div> </div> <div> <div>Freight Terms</div> <div>Ship Via</div> <div>Case Number</div> <div>Treasury Code</div> <div>Sold To</div> <div>Sold Loc</div> <div>Ship To</div> <div>Ship Loc</div> </div>		
Go to: Header Info 2 Notes Express Entry Summary Bill Search	Address Line Search	Copy Address Attachments Navigation Header - Order Info
<div> <div>Save</div> <div>Notify</div> <div>Refresh</div> </div> <div> <div>Add</div> </div>		

7. Repeat the **Create a Local Interest Bill Process (STEP 5.2)** for each disbursement customer that will receive a portion of the interest generated on Local Revenue.

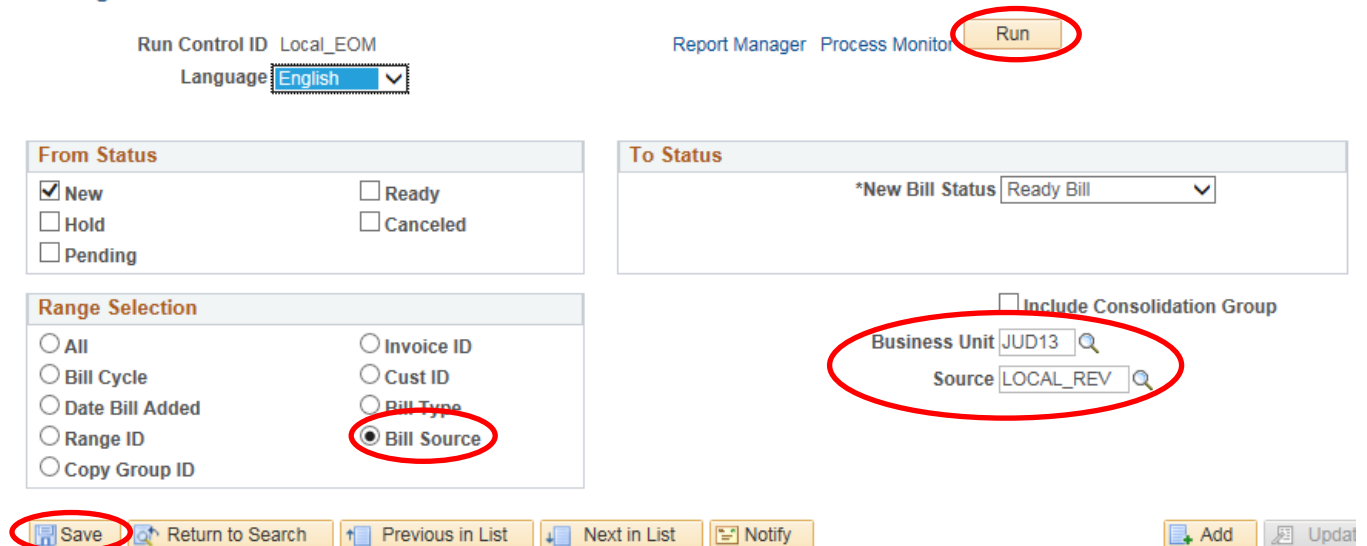
END OF THE “INTEREST FOR CIRCUIT COURT ONLY” PORTION

STEP 6: Update Bill Status – All bills generated from the Billing Interface or created manually are saved with a status of “New”. These Bills must be changed from a “New” status to “Ready” to prepare the bill for finalization. The system allows you to run the *Change Status of Bills* process, which changes the bill status to “Ready”. The process will also generate an Invoice Status Change Report, which lists all bills where the status changed to “Ready”.

NAVIGATION: Main Menu > Billing > Maintain Bills > Change Status of Bills

1. The *Bill Status Change* Run Control page will display.
 - a. Select a Run Control – Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
2. The *Change Status of Bills* Run Control page will display.
 - a. Complete the following run control settings:
 - i. **From Status:** Select “New”.
 - ii. **To Status:** Select “Ready Bill”.
 - iii. **Range Selection:** Select “Bill Source”.
 - iv. **Business Unit:** Select “JUD##”, where ## is your 2-digit county code.
 - v. **Source:** Enter “LOCAL_REV”.
 - b. Click the **Save** button.
 - c. Click the **Run** button.

Change Status of Bills



Run Control ID Local_EOM Report Manager Process Monitor **Run**

Language English

From Status

☒ New ☐ Ready
☐ Hold ☐ Canceled
☐ Pending

To Status

*New Bill Status Ready Bill

☐ Include Consolidation Group

Range Selection

☐ All ☐ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Date Bill Added ☐ Bill Type
☐ Range ID ☒ Bill Source
☐ Copy Group ID

Business Unit JUD13
Source LOCAL_REV

Save Return to Search Previous in List Next in List Notify Add Update

3. The *Process Scheduler Request* page will display.
 - a. Confirm the BIIVCSTS Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.
4. The *Change Status of Bills* page will display.
 - a. A Process Instance number will display to show that processing has begun.

- b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the process list to see the [BIIVCSTS](#) process is running.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status.
6. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link to review the logs associated with the results of the process.

View Log/Trace

Help

Report

Report ID	1146285	Process Instance	1195557	Message Log
Name	BIIVCSTS	Process Type	SQR Report	
Run Status	Success			

Invoice Status Change

Distribution Details

Distribution Node	PSUNIX	Expiration Date	04/13/2017
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File List

Name	File Size (bytes)	Datetime Created
BIIVCSTS_1195557.PDF	3,091	04/06/2017 1:08:09.078429PM EDT
BIIVCSTS_1195557.out	0	04/06/2017 1:08:09.078429PM EDT
SQR_BIIVCSTS_1195557.log	1,689	04/06/2017 1:08:09.078429PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	debbie.seipp

Return

7. The [View Log/Trace](#) page will display.
 - a. Click the [biivcsts](#) PDF file to open the Invoice Status Change Report to review all bills. Notice that all bills have a status of “RDY”.

Report ID: BIIVCSTS

PeopleSoft BI
INVOICE STATUS CHANGE REPORT

Page No. 1
Run Date 04/06/2017
Run Time 13:08:05

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUD13	0009182288	LRV	HOWARD COUNTY DIRECTOR O	LOC0006236				IMMED	B	H	N
RDY		0009182289	LRV	HOWARD COUNTY DIRECTOR O	LOC0006236				IMMED	B	H	N
RDY		0009182290	LRV	HOWARD COUNTY DIRECTOR O	LOC0006236				IMMED	B	H	N
RDY		0009182291	LRV	HOWARD COUNTY DIRECTOR O	LOC0006236				IMMED	B	H	N
RDY		0009182292	LRV	HOWARD COUNTY BAR LIBRAR	LOC0006238				IMMED	B	H	N
RDY		0009182293	LRV	HOWARD COUNTY BAR LIBRAR	LOC0006238				IMMED	B	H	N
RDY		0009182294	LRV	HOWARD COUNTY DIRECTOR O	LOC0006236				IMMED	B	H	N
RDY		0009182295	LRV	District Court #10 of Ma	LOC0006552				IMMED	B	H	N
RDY		0009182296	INT	HOWARD COUNTY DIRECTOR O	LOC0006236				IMMED	B	H	N

Range Option:

BILL SOURCE

Bill Source Id:

LOCAL_REV

Business Unit:


JUD13

Total Number of bills updated:

9

STEP 7: Process Single Action Invoice - Finalize bills by running the Single Action Invoice process.


NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

1. The **Single Action Invoice** page will display.
 - a. Select a Run Control. Our recommendation is to use the run control id created for LRV or Loc. Rev.
2. The **Single Action Invoice** Run Control page will display.
 - a. Complete the following run control settings:
 - i. **Invoice Date Option:** select “Processing Date”.
 - ii. **Posting Action:** select “Batch Standard”.
 - iii. **Range Selection:** select “Bill Source”.
 - iv. **Business Unit:** enter “JUD##”, where ## is your 2-digit county code.
 - v. **Source:** enter “LOCAL_REV”.
 - b. Click the **Save** button.
 - c. Click the “Bills to be Processed” icon  in the upper right to confirm the number of Bills.

Single Action Invoice

Print Options

Run Control ID Local_EOM

Report Manager Process Monitor **Run** 

Language English Specified Language Recipient's Language

Selection Parameters

Find | View All First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

☒ Processing Date
 ☐ User Defined

Posting Action

☐ Do Not Post
 ☒ **Batch Standard**

Range Selection

☐ All
 ☐ Invoice ID
 ☐ Bill Cycle
 ☐ Cust ID
 ☐ Date Bill Added
 ☐ Bill Type
 ☐ Range ID
 ☒ **Bill Source**
☐ Public Voucher Number

Business Unit JUD13

Source LOCAL_REV




Save Return to Search Previous in List Next in List Notify

Add Update/Display

- i. Click the **Return** button to return to the [Single Action Invoice](#) run control page, and then click the **Run** button.

Bills To Be Processed


[Help](#)

Bills To Be Processed						
			Personalize Find View All 		First  1-9 of 9  Last	
BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD13	0009182288	RDY	LOC0006236	XMLPUB	X	Print Copy
JUD13	0009182289	RDY	LOC0006236	XMLPUB	X	Print Copy
JUD13	0009182290	RDY	LOC0006236	XMLPUB	X	Print Copy
JUD13	0009182291	RDY	LOC0006236	XMLPUB	X	Print Copy
JUD13	0009182292	RDY	LOC0006238	XMLPUB	X	Print Copy
JUD13	0009182293	RDY	LOC0006238	XMLPUB	X	Print Copy
JUD13	0009182294	RDY	LOC0006236	XMLPUB	X	Print Copy
JUD13	0009182295	RDY	LOC0006552	XMLPUB	X	Print Copy
JUD13	0009182296	RDY	LOC0006236	XMLPUB	X	Print Copy



3. The [Process Scheduler Request](#) page will display.
 - a. Select the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name in the Process List section.
 - b. Click the **OK** button.


Process Scheduler Request


[Help](#)

User ID debbie.seipp

Run Control ID Local_EOM

 Server Name

 Run Date 04/06/2017 



 Recurrence

Run Time 1:46:34PM

Reset to Current Date/Time

 Time Zone 

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None) 	(None) 	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None) 	(None) 	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web 	TXT 	Distribution

OK

Cancel

4. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display indicating that the AOC_MAIN process has begun.
 - b. Click the [Process Monitor](#) link.

[Single Action Invoice](#)
[Print Options](#)

Run Control ID Local_EOM
 Report Manager [Process Monitor](#)

Language English
☒ Specified Language
 ☐ Recipient's Language

Process Instance: 1195566

Selection Parameters
 Find | View All
 First 1 of 1 Last

Seq Nbr 1
 Invoice Date Option
 ☒ Processing Date
 ☐ User Defined

Posting Action
 ☐ Do Not Post
 ☒ Batch Standard

Range Selection

☐ All
☐ Invoice ID

☐ Bill Cycle
☐ Cust ID

☐ Date Bill Added
☐ Bill Type

☐ Range ID
☒ Bill Source

☐ Public Voucher Number

Business Unit JUD13
 Source LOCAL_REV

5. The [Process List](#) page will display.
 - a. Click the [AOC_MAIN](#) process name link to see its sub-processes.
 - b. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.

Process Detail X

[Help](#)

Process Name **AOC_MAIN** **Refresh**

Main Job Instance 1195559

[Left](#) | [Right](#)

1195559 - AOC_MAIN Success

- 1195560 - BIIVC000 Success
- 1195561 - BI_IVCEXT Success
- 1195562 - BICURCNV Success
- 1195563 - BIPRELD Success
- 1195564 - BILDGL01 Success
- 1195565 - BILDAR01 Success

- i. Click the **BIIVC000** sub-process.
 1. Click the [Message Log](#) link. This number should match the number of bill headers you noted from the Billing Interface process.
NOTE: Make sure that “0 bill(s) were found to contain errors(s).” If there are errors, STOP and call the helpdesk.
- ii. Click the **Return** button, then the **OK** button to return to the AOC_MAIN. Click the **BILDAR01** sub-process.
 1. Click the [View Log/Trace](#) link and select the PDF file. Review the “Load AR Pending Items” report to confirm total # of invoices and amounts.

Report ID: BILDAR01

PeopleSoft BI
LOAD AR PENDING ITEMS

Page No. 1
Run Date 04/06/2017
Run Time 13:55:07

Range Option: BILL SOURCE
Bill Source Id: LOCAL_REV
Business Unit: JUD13
Post Action: Post Later

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
1182	1	LOC0006236	0009182288		CR	LRVDS	IT-02	-114,256.98	USD	-114,256.98	USD	2017-01-31	IMMED
	2	LOC0006236	0009182289		CR	LRVDS	IT-02	-40.00	USD	-40.00	USD	2017-01-31	IMMED
	3	LOC0006236	0009182290		CR	LRVDS	IT-02	-360.00	USD	-360.00	USD	2017-01-31	IMMED
	4	LOC0006236	0009182291		CR	LRVDS	IT-02	-90.20	USD	-90.20	USD	2017-01-31	IMMED
	5	LOC0006236	0009182294		CR	LRVDS	IT-02	-3,407.42	USD	-3,407.42	USD	2017-01-31	IMMED
	6	LOC0006236	0009182296		CR	LRINT	IT-02	-3,155.31	USD	-3,155.31	USD	2017-01-31	IMMED
	7	LOC0006238	0009182292		CR	LRVDS	IT-02	-380.00	USD	-380.00	USD	2017-01-31	IMMED
	8	LOC0006238	0009182293		CR	LRVDS	IT-02	-640.04	USD	-640.04	USD	2017-01-31	IMMED
	9	LOC0006552	0009182295		CR	LRVDS	IT-02	-45.00	USD	-45.00	USD	2017-01-31	IMMED

OF INVOICES IN GROUP: 9

OF AR ENTRIES IN GROUP: 9

ACCOUNTS RECEIVABLE AMOUNT: -122,374.95 USD

TOTAL # OF INVOICES PROCESSED: 9

TOTAL # OF AR ENTRIES GENERATED: 9

STEP 8: Run the AR_UPDATE Process for Local Revenue – The Request Receivables Update process updates each customer’s bills or payments in the AR module.

NAVIGATION: Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

1. The **Request Receivables Update** Run Control page will display.
 - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: “LRV” for Local Revenue).
2. The **Receivable Update Request** page will display.
 - a. Enter the following run control parameters.
 - i. **Group Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - ii. **Process Frequency:** = “Always”
 - iii. **Accounting Date From:** Enter 01/01/2017.
 - iv. **Accounting Date To:** Enter today's date.
 - b. Click the **Save** button.
 - c. Click the **Run** button.

Receivable Update Request
Options

Run Control ID Local_EOM
Report Manager
Process Monitor
Run

Process Request Parameters
Find | View All
First 1 of 1 Last

*Group Unit

Process Frequency Always

*Accounting Date From

*High Balance Basis Date Run Date

*Accounting Date To

Customer History Options

☐ User Defined

☐ Payment Performance

☐ DSO

☐ SubCustomer

Last Run On

Last Run On

Process Instance

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the ARUPDATE ([PS/AR Receivable Update](#)) Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.

Process Scheduler Request
✕

[Help](#)

User ID debbie.seipp
Run Control ID Local_EOM

Server Name

 Recurrence

 Time Zone

Run Date

 Run Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

4. The [Receivable Update Request](#) page will display.
 - a. A Process Instance number will display indicating that the ARUPDATE process has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the [ARUPDATE](#) process is running.
 - b. Click the [ARUPDATE](#) process name link to see its sub-processes.

Process List
Server List

View Process Request For

User ID

 Server

 Run Status

Type

 Name

 Distribution Status

Last

 Instance From

☒ Save On Refresh


1 Days

Process List

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#)

First 1-6 of 6 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195575		PSJob	ARUPDATE	debbie.seipp	04/06/2017 2:36:32PM EDT	Processing	N/A	Details

6. The [Process Detail](#) page will display.
 - a. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
 - b. Click the expand icon  for the [AR POST](#) sub-process.
 - c. Click the [AR POST1](#) link.

Process Detail x

Help

Process Name ARUPDATE Refresh


Main Job Instance 1195575

Left | Right

1195575 - ARUPDATE Success

1195576 - AR_UPDATE Success

1195577 - AR_PGG Success

 1195578 - AR_POST Success

1195579 - AR_UPDATE2 Success

Process Detail x

Help

Process Name ARUPDATE Refresh


Main Job Instance 1195575

Left | Right

1195575 - ARUPDATE Success

1195576 - AR_UPDATE Success

1195577 - AR_PGG Success

 1195578 - AR_POST Success

1195581 - AR_POST1 Success

1195579 - AR_UPDATE2 Success

- d. Click the [Message Log](#) link to review the number of updated transactions. Take note of:
- The number of Transactions selected. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier. (e.g., 9 Transactions selected to be processed).
 - The number of Transactions rejected. If there are rejected transactions, **STOP and call the JIS Help Desk to submit a ticket.**

Message Log Help

Process

Instance: 1195589 Type: Application Engine
 Name: AR_POST1 Description: PS/AR Posting

Severity	Log Time	Message Text	Explain
10	2:58:57PM	Phase I - Building Work Tables	Explain
10	2:59:06PM	1 Groups Selected	Explain
10	2:59:17PM	1 Row(s) Processed	Explain
10	2:59:21PM	3 Customers will be affected in 1 Business Units	Explain
10	2:59:23PM	9 Transactions Selected(0 Affecting Existing Items, 9 Creating New Items)	Explain
10	2:59:24PM	0 Transactions rejected	Explain
10	2:59:28PM	9 Transactions affecting 9 Items (0 Existing, 9 New, 0 Errs) Selected	Explain
10	2:59:31PM	9 Items to be processed, 9 New, 0 Existing	Explain
10	2:59:35PM	Phase II - Database Update	Explain
10	2:59:36PM	0 Service Purchase Messages created in Receivables Log record	Explain
10	2:59:38PM	0 Service Purchase Messages published to Pension Administration	Explain
10	2:59:38PM	1 Groups with 9 Transactions affecting 9 Items of 3 Customers Processed	Explain
	2:59:39PM	Published message with ID 2fad8346-1afb-11e7-9ac7-c4f8b2027787 to create entry in folder GENERAL.	Explain
	2:59:39PM	Successfully posted generated files to the report repository	Explain

[Return](#)

STEP 9: Verify Local Revenue Disbursements - Review individual customer accounts.

NOTE: To view all payments, leave the Customer field blank.

NAVIGATION: Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

1. The **Item List** page will display.
 - a. **SetID:** Leave set to the default of “SHARE”.
 - b. **Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - c. **Customer:** Leave blank to view all open items for all customers.
 - d. Click the **Search** button.
 - e. Review the results in the **Item List** section to ensure the Total Amount is correct, and the number of bills in the Item List (blue line) is correct, and that the **Entry Reason** reads “LRVDS or LRINT”, as these are the items to be processed.

Item List

Advanced Search

SetID

SHARE

Unit

JUD13

Customer

*Level

No Relationship

*Status

Open

Search

Advanced Search

Row Selection

Range

GO

Select All

Deselect All

Account Overview

Item Action

Select Action...

GO

Item List

Personalize

Find

View 8

First

1-9 of 9

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	0009182288			1 JUD13	LOC0006236	Open	IMMED	CR	LRVDS	01/31/2017	65	-114,256.98	USD
2	<input type="checkbox"/>	0009182289			1 JUD13	LOC0006236	Open	IMMED	CR	LRVDS	01/31/2017	65	-40.00	USD
3	<input type="checkbox"/>	0009182290			1 JUD13	LOC0006236	Open	IMMED	CR	LRVDS	01/31/2017	65	-360.00	USD
4	<input type="checkbox"/>	0009182291			1 JUD13	LOC0006236	Open	IMMED	CR	LRVDS	01/31/2017	65	-90.20	USD
5	<input type="checkbox"/>	0009182292			1 JUD13	LOC0006238	Open	IMMED	CR	LRVDS	01/31/2017	65	-380.00	USD
6	<input type="checkbox"/>	0009182293			1 JUD13	LOC0006238	Open	IMMED	CR	LRVDS	01/31/2017	65	-640.04	USD
7	<input type="checkbox"/>	0009182294			1 JUD13	LOC0006236	Open	IMMED	CR	LRVDS	01/31/2017	65	-3,407.42	USD
8	<input type="checkbox"/>	0009182295			1 JUD13	LOC0006552	Open	IMMED	CR	LRVDS	01/31/2017	65	-45.00	USD
9	<input type="checkbox"/>	0009182296			1 JUD13	LOC0006236	Open	IMMED	CR	LRINT	01/31/2017	65	-3,155.31	USD

Search Result Totals

Debits		Debit Amount		Currency	USD
Credits	9	Credit Amount	-122,374.95	Currency	USD
Total	9	Total Amount	-122,374.95	Currency	USD
Selected				Currency	

STEP 10: Run the AR Aging Report – Run the *Detail by Unit* Aging report. By using the Detail Aging report, you will see each credit invoice (ordered by LOC customer ID) on the report that corresponds to each Item ID on the Maintenance Refund Worksheet page. This will help to indicate the number of open items to select, and match the total at the bottom of the page to the aging report for that customer.

Example: If Customer ID LOC0006599 has 8 open invoices for March on the Aging Report, that same Customer should have 8 open items on the refund worksheet.

NAVIGATION: Accounts Receivables > Receivables Analysis > Aging > Aging Detail by Unit Rpt

1. The **Aging Detail by Unit** Run Control page will display.
 - a. Select a Run Control – Use your “LRV” of Local Revenue Run control id as from the previous processes in this document.
2. The **Aging Detail by Unit** page will display.
 - a. Enter the following run control parameters.
 - i. **As of Date:** = **Enter today's date.**
 - ii. **SetID:** Will default to “SHARE”.
 - iii. **Aging ID:** Enter “AOC”.
 - iv. **Amount Type:** Will default to “Base Curr”.
 - v. **Rate Type:** “CRRNT”.
 - vi. **Customer ID:** Leave this field BLANK.
 - vii. **Display Option:** Will default to “Include All”.
 - b. In the Business Unit section:
 - i. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
 - c. Click the **Save** button.
 - d. Click the **Run** button.

Aging Detail By Unit

Run Control ID Local_EOM Report Manager Process Monitor Run

Language English

Report Request Parameters

As of Date 02/15/2017 31 ☐ Use System Date

SetID SHARE CORPORATE SETID

Aging ID AOC AOC Aging

Amount Type Base Curr ▼

Rate Type CRRNT Current Rate

Customer ID ▼

***Display Option** Include All ▼

☐ Exclude IU Customers

☐ Exclude Customers with Different Aging ID

☐ Print By SubCustomer

Leave field blank

Business Unit

*Business Unit	Description		
JUD13 ▼	Howard County Circuit Court	+	-

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the Process Name AR30003 (Aging Detail by Business Unit) is listed and selected in the Process List section.
 - b. Click the **OK** button.

[Process Scheduler Request](#)

User ID debbie.seipp Run Control ID Local_EOM

Server Name Run Date 04/06/2017

Recurrence Run Time 4:18:49PM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	Distribution

4. The [Aging Detail by Unit](#) page will display.
 - a. A Process Instance number will display indicating that the process has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the AR30003 process is running.
 - b. Click the **Refresh** button until the **Run Status** = "Success" and the **Distribution Status** = "Posted".
 - c. Click the [Details](#) link.

[Process List](#) [Server List](#)

View Process Request For

User ID Type Last 1 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List							Personalize	Find	View All	First	1-6 of 6	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details			
<input type="checkbox"/>	1195593		SQR Report	AR30003	debbie.seipp	04/06/2017 4:18:49PM EDT	Success	Posted	Details			
<input type="checkbox"/>	1195583		PSJob	ARUPDATE	debbie.seipp	04/06/2017 2:57:47PM EDT	Success	Posted	Details			
<input type="checkbox"/>	1195575		PSJob	ARUPDATE	debbie.seipp	04/06/2017 2:36:32PM EDT	Success	Posted	Details			
<input type="checkbox"/>	1195559		PSJob	AOC_MAIN	debbie.seipp	04/06/2017 1:46:34PM EDT	Success	Posted	Details			
<input type="checkbox"/>	1195557		SQR Report	BIIVCSTS	debbie.seipp	04/06/2017 1:07:41PM EDT	Success	Posted	Details			
<input type="checkbox"/>	1195550		BI Publisher	AOCDISBSUM	debbie.seipp	04/05/2017 5:06:56PM EDT	Success	Posted	Details			

[Go back to Aging Detail by Unit Rpt](#)

6. The [Process Detail](#) page will display.

a. Click the [View Log/Trace](#) link.

b. Click the PDF link to open the “Aging Detail by Business Unit” report listed by Customer.

NOTE: This report will list each item or credit bill per customer. You will use this report when creating the refund worksheets to ensure you are selecting all items on this report in your worksheet.

Report ID: AR30003
Aging Id: SHARE/AOC
Currency Base Currency
Rate Type: CRRNT

PeopleSoft Receivables
AGING DETAIL BY BUSINESS UNIT
as of 06-APR-2017

Page No. 1
Run Date 04/06/2017
Run Time 16:21:49

Item	Line As Of	Ent Typ/Rsn	Terms	Document	Cur Amount	Future	Current	31-60	61-9999
<hr/>									
JUD13	LOC0006236	HOWARD COUNTY DIRECTOR OF FINA ELLICOTT CITY			MD				
0009182288	0	01/31/2017	CR	LRVDS	IMMED	USD	-114,256.98		-114,256.98
0009182289	0	01/31/2017	CR	LRVDS	IMMED	USD	-40.00		-40.00
0009182290	0	01/31/2017	CR	LRVDS	IMMED	USD	-360.00		-360.00
0009182291	0	01/31/2017	CR	LRVDS	IMMED	USD	-90.20		-90.20
0009182294	0	01/31/2017	CR	LRVDS	IMMED	USD	-3,407.42		-3,407.42
0009182296	0	01/31/2017	CR	LRINT	IMMED	USD	-3,155.31		-3,155.31
<hr/>									
Total	HOWARD COUNTY DIRECTOR OF FINANCE				-121,309.91				-121,309.91
<hr/>									
JUD13	LOC0006238	HOWARD COUNTY BAR LIBRARY FUND ELLICOTT CITY			MD				
0009182292	0	01/31/2017	CR	LRVDS	IMMED	USD	-380.00		-380.00
0009182293	0	01/31/2017	CR	LRVDS	IMMED	USD	-640.04		-640.04
<hr/>									
Total	HOWARD COUNTY BAR LIBRARY FUND				-1,020.04				-1,020.04
<hr/>									
JUD13	LOC0006552	District Court #10 of Maryland Ellicott City			MD				
0009182295	0	01/31/2017	CR	LRVDS	IMMED	USD	-45.00		-45.00
<hr/>									
Total	District Court #10 of Maryland				-45.00				-45.00
<hr/>									
Total JUD13					-122,374.95				-122,374.95

STEP 11: Create a Refund Worksheet for each Customer ID- The worksheet will be used to mark the open items (invoices) as refunds so they can be processed by the Request Refund Item process which loads the items into Accounts Payable for disbursement.

CHECK FOR EXISTING WORKSHEET

NAVIGATION: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

NOTE: Click Search to see if there are already existing worksheets before creating a new worksheet. *If a worksheet exists, be sure it is completed and do not create another one for this same Customer ID.*

Update Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Worksheet Business Unit

Worksheet ID

User ID

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

TO CREATE A NEW WORKSHEET for each Customer**NAVIGATION:** *Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet*


1. Click the *Add a New Value* tab to create a new worksheet.

NOTE: *A Refund Worksheet must be created for each customer to receive a disbursement.*

- a. **Worksheet Business Unit:** Enter “JUD##”.
- b. Click the **Add** button.

Create Worksheet

Find an Existing Value	Add a New Value
--	---------------------------------

Worksheet Business Unit	<input type="text" value="JUD13"/>	
Worksheet ID	<input type="text" value="NEXT"/>	

[Add](#)

2. The **Worksheet Selection** page will display.
 - a. **CustID**: Enter the customer number from the Aging Report (LOC000xxxxx).
 - b. Hit the “TAB” key on your keyboard to auto-fill the remaining information.
 - c. Be sure the **Business Unit** field has your JUDxx filled in. If not, insert it.
 - d. Be sure that the **Acctg Date**: defaults to today’s date.
 - e. Click the **Build** button.

Worksheet Selection
Worksheet Matches

Unit JUD13
Worksheet ID NEXT

Customer Criteria

*Customer Criteria
Customer Reference
Find | View All
First 1 of 1 Last

Customer Items
Cust ID LOC0006236
Business Unit JUD13
Name HOWARD COUNTY DIRECTOR OF FINANCE
Remit SetID SHARE
Remit From ID LOC0006236
Corporate SetID SHARE
Corporate ID LOC0006236
MICR ID
Link MICR
Rate Type CRRNT
Acctg Date 04/06/2017

Reference Criteria

*Reference Criteria
None
*Restrict to
All Customers
*Match Rule
Exact Match
Anchor BU

Item Reference
Personalize | Find | View All
First 1 of 1 Last

Qual Code	Reference	To Reference

Item Inclusion Options

☒ All Items
☐ Deduction Items Only
☐ Items in Dispute Only
Advanced Inclusion Options
☐ Exclude Collection Items
☐ Exclude Deduction Items
☐ Exclude Dispute Items

Worksheet Action


Build
Clear
Created Date/Time
Number of items in worksheet 0


Worksheet Selection
Worksheet Application
Worksheet Action

3. The **Worksheet Application** page will display. Perform the following steps **in the order they are listed**:
 - a. **Reason Code**: Enter “LOCAL_REV” in the upper right corner of the page.
 - b. In the *Item Action* section:
 - i. **Entry Type**: Select “Refund A Credit”.
 - ii. **Reason**: Select “LRVDS” or select from the look-up list by using the magnifying glass.
 - c. In the *Item List* section, click the [View All](#) link if necessary to see all entries for disbursement.
 - i. “SEL” - Select the checkbox to the left of Item Balance for **ALL** of the entries to be disbursed, including interest.
 - d. Click the **Refresh** button to auto-fill the *Type* and *Reason* fields for each line selected.
 - e. Click the **Save** button.
 - f. Click the [Worksheet Action](#) link at the bottom of the page.


Worksheet Application

Unit JUD13 Worksheet ID 1183 Currency USD Accounting Date 04/06/2017



Reason Code LOCAL_REV 

Item Action
 Entry Type Refund A Credit
 Reason LRVDS 



















Row Selection
 Choice Select Range
 Range Go

Display Control
 Display All Items Go 

Absolute Value Sort

Item List
Personalize | [View All](#)  | 

First 1-6 of 6 Last





View Detail	Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6
	Item Balance	Currency	Item ID	Type	Reason	Unit
	<input checked="" type="checkbox"/>	114,256.98	USD	0009182288	RC  LRVDS 	JUD13
	<input checked="" type="checkbox"/>	-40.00	USD	0009182289	RC  LRVDS 	JUD13
	<input checked="" type="checkbox"/>	-360.00	USD	0009182290	RC  LRVDS 	JUD13
	<input checked="" type="checkbox"/>	-90.20	USD	0009182291	RC  LRVDS 	JUD13
	<input checked="" type="checkbox"/>	-3,407.42	USD	0009182294	RC  LRVDS 	JUD13
	<input checked="" type="checkbox"/>	-3,155.31	USD	0009182296	RC  LRVDS 	JUD13

Add Item
Group View

Balance

Dr	Cr	Adj	Net	WO	Ref
0.00	0.00	0.00	0.00	0.00	-121,309.91

Worksheet Selection
Worksheet Application
Worksheet Action
Attachments (0)
View Audit Logs

 Save
 Return to Search
 Notify
 Refresh

4. The **Worksheet Action** page will display.
 - a. In the *Posting Action* section, select the *Batch Standard* option.
 - b. Click the **OK** button.
 - c. Click the **Save** button.

Worksheet Action

Unit JUD13	Worksheet ID 1183	Accounting Date 04/06/2017
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #f0f0f0; margin: 0;">Worksheet Action</p> <div style="border: 1px dashed #ccc; padding: 2px; text-align: center; margin: 5px 0;">Delete Worksheet</div> <div style="text-align: center; margin-top: 10px;">Delete Maintenance Group</div> </div> <p style="text-align: center; color: #4f81bd;">Worksheet Selection</p>	<p style="margin-bottom: 5px;">Status Batch Standard</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #f0f0f0; margin: 0;">Posting Action</p> <p>Action: Batch Standard ▼ OK</p> </div> <p style="text-align: center; color: #4f81bd;">Worksheet Application</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #f0f0f0; margin: 0;">Accounting Entry Action</p> <div style="text-align: center; margin-top: 10px;">Create/Review Entries</div> </div> <p style="text-align: center; color: #4f81bd;">Worksheet Action</p>

Save

Return to Search

Notify

Note: Repeat STEP 11 as needed for each customer receiving a disbursement.

STEP 12: Re-Run the AR_UPDATE Process for Local Revenue

NAVIGATION: Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

1. The **Request Receivables Update** Run Control page will display.
 - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: “LRV” for Local Revenue).
2. The **Receivable Update Request** page will display.
 - a. Enter the following run control parameters.
 - i. **Process Frequency:** = “Always”
 - ii. **Accounting Date From:** 01/01/2017.
 - iii. **Accounting Date To:** **Enter today's date.**
 - b. Click the **Save** button.
 - c. Click the **Run** button.

Receivable Update Request
Options

Run Control ID Local_EOM
Report Manager
Process Monitor
Run

Process Request Parameters
Find | View All
First 1 of 1 Last

*Group Unit

Process Frequency Always

*Accounting Date From

*High Balance Basis Date Run Date

*Accounting Date To

Customer History Options

☐ User Defined

☐ Payment Performance

☐ DSO

☐ SubCustomer

Last Run On

Last Run On

Process Instance

Save
Return to Search
Previous in List
Next in List
Notify


Add
Update/Display

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the ARUPDATE ([PS/AR Receivable Update](#)) Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.

Process Scheduler Request

User ID debbie.seipp
Run Control ID Local_EOM

Server Name
 Recurrence
 Time Zone

Run Date 
 Run Time

[Reset to Current Date/Time](#)

Process List


Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None) ▼	(None) ▼	Distribution


OK
Cancel

4. The [Receivable Update Request](#) page will display.
 - a. A Process Instance number will display indicating that the AOC_MAIN process has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the [ARUPDATE](#) process is running.
 - b. Click the [ARUPDATE](#) process name link to see its sub-processes.



Process List
Server List

View Process Request For



User ID 
 Server


Type Last 1 Days
 Name  Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh
 Refresh

Process List		Personalize Find View All   First 1-6 of 6 Last							
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195594		PSJob	ARUPDATE	debbie.seipp	04/06/2017 5:13:23PM EDT	Success	Posted	Details
<input type="checkbox"/>	1195593		SQR Report	AR30003	debbie.seipp	04/06/2017 4:18:49PM EDT	Success	Posted	Details
<input type="checkbox"/>	1195583		PSJob	ARUPDATE	debbie.seipp	04/06/2017 2:57:47PM EDT	Success	Posted	Details
<input type="checkbox"/>	1195575		PSJob	ARUPDATE	debbie.seipp	04/06/2017 2:36:32PM EDT	Success	Posted	Details
<input type="checkbox"/>	1195559		PSJob	AOC_MAIN	debbie.seipp	04/06/2017 1:46:34PM EDT	Success	Posted	Details
<input type="checkbox"/>	1195557		SQR Report	BIIVCSTS	debbie.seipp	04/06/2017 1:07:41PM EDT	Success	Posted	Details

[Go back to Request Receivables Update](#)

 Save
 Notify

6. The **Process Detail** page will display.
 - a. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
 - b. Click the expand icon  for the **AR POST** sub-process.
 - c. Click the **AR POST1** link.

Process Detail Help

Process Name: ARUPDATE **Refresh**

Main Job Instance: 1195575

Left | Right

- 1195575 - ARUPDATE Success
- 1195576 - AR_UPDATE Success
- 1195577 - AR_PGG Success
- 1195578 - AR_POST Success**
- 1195581 - AR_POST1 Success
- 1195579 - AR_UPDATE2 Success

Process Detail Help

Process Name: ARUPDATE Refresh

Main Job Instance: 1195575

Left | Right



- 1195575 - ARUPDATE Success
- 1195576 - AR_UPDATE Success
- 1195577 - AR_PGG Success
- 1195578 - AR_POST Success**
- 1195581 - AR_POST1 Success**
- 1195579 - AR_UPDATE2 Success

- d. Click the **Message Log** link to review the number of updated transactions. Take note of:
 - i. The number of groups selected. This should match the number of customers on the Disbursement Statements you printed earlier. (e.g., 3 Groups Selected)
 - ii. The number of Items to be processed. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier. (e.g., 9 Items to be processed)

Message Log Help

Process

Instance: 1195600 Type: Application Engine
 Name: AR_POST1 Description: PS/AR Posting

Severity	Log Time	Personalize Find View All   First 1-14 of 14 Last	Message Text	Explain
10	5:15:11PM		Phase I - Building Work Tables	Explain
10	5:15:16PM		3 Groups Selected	Explain
10	5:15:26PM		1 Row(s) Processed	Explain
10	5:15:30PM		3 Customers will be affected in 1 Business Units	Explain
10	5:15:31PM		9 Transactions Selected(9 Affecting Existing Items, 0 Creating New Items)	Explain
10	5:15:33PM		0 Transactions rejected	Explain
10	5:15:35PM		9 Transactions affecting 9 Items (9 Existing, 0 New, 0 Errs) Selected	Explain
10	5:15:38PM		9 Items to be processed, 0 New, 9 Existing	Explain
10	5:15:39PM		Phase II - Database Update	Explain
10	5:15:40PM		0 Service Purchase Messages created in Receivables Log record	Explain
10	5:15:41PM		0 Service Purchase Messages published to Pension Administration	Explain
10	5:15:41PM		3 Groups with 9 Transactions affecting 9 Items of 3 Customers Processed	Explain
	5:15:53PM		Published message with ID 37cf5044-1b0e-11e7-9ac7-c4f8b2027787 to create entry in folder GENERAL.	Explain
	5:15:53PM		Successfully posted generated files to the report repository	Explain

Return

STEP 13: Re-Run the AR Aging Report – to confirm the LOC Customers no longer exist.

NAVIGATION: Accounts Receivables > Receivables Analysis > Aging > Aging Detail by Unit Rpt

1. The **Aging Detail by Unit** Run Control page will display.
 - a. Select a Run Control – Use the same run control from the previous time you ran this report.

Note: if you choose the same run control from the previous report process you need only to change the As of Date, Save and Run.

2. The **Aging Detail by Unit** page will display.
 - a. Enter the following run control parameters.
 - i. **As of Date:** = **Enter today's date.**
 - ii. **SetID:** Will default to "SHARE".
 - iii. **Aging ID:** "AOC".
 - iv. **Amount Type:** Will default to "Base Curr".
 - v. **Rate Type:** "CRRNT".
 - vi. **Customer ID:** Leave this field BLANK.
 - vii. **Display Option:** Will default to "Include All".
 - b. In the Business Unit section:
 - i. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
 - c. Click the **Save** button.
 - d. Click the **Run** button.

Aging Detail By Unit

Run Control ID Local_EOM Report Manager Process Monitor **Run**

Language English

Report Request Parameters

As of Date 02/15/2017 [dt]

SetID SHARE CORPORATE SETID

Aging ID AOC AOC Aging

Amount Type Base Curr v

Rate Type CRRNT Current Rate

Customer ID [q]

***Display Option** Include All v

☐ Exclude IU Customers

☐ Exclude Customers with Different Aging ID

☐ Print By SubCustomer

☐ Use System Date

Business Unit

*Business Unit	Description		
JUD13 [q]	Howard County Circuit Court	+	-

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the AR30003 Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.

Process Scheduler Request

User ID: debbie.seipp Run Control ID: Local_EOM

Server Name: Run Date: 04/06/2017

Recurrence: Run Time: 4:18:49PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	Distribution

4. The [Aging Detail by Unit](#) page will display.
 - a. A Process Instance number will display indicating that the AR30003 process has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the AR30003 process is running.
 - b. Click the **Refresh** button until the status reads "SUCCESS".
 - c. Click the [Details](#) link.

Process List Server List

View Process Request For

User ID: debbie.seipp Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1195601		SQR Report	AR30003	debbie.seipp	04/06/2017 5:23:30PM EDT	Success	Posted	Details

6. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link.
 - b. Click the PDF link to open the Aging Detail by Business Unit report.

Report ID: AR30003		PeopleSoft Receivables		Page No. 1	
Aging Id: SHARE/AOC		AGING DETAIL BY BUSINESS UNIT		Run Date 04/06/2017	
Currency Base Currency		as of 06-APR-2017		Run Time 17:23:59	
Rate Type: CRRNT					
Item	Line As Of	Ent Typ/Ran Terms Document	Cur Amount	Future	Current
			31-60		61-9999

Page should now be blank.

STEP 14: Load to AP for Voucher Creation – After all items are marked as a refund, the Request Refund Item process loads them into Accounts Payable where the Vouchers are created and funds are disbursed.

NAVIGATION: Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

1. The **Request Refund Item** page will display.
 - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab. Our recommendation is to use the run control id you created for LRV or Local Revenue.
2. The **Refunds** page will display.
 - a. **Unit:** Enter JUD##.
 - b. **Load Directly to AP:** Defaults with a check in the checkbox. **THIS IS VERY IMPORTANT**
 - c. Click the **Save** button.
 - d. Click the **Run** button.

Refunds

Run Control ID Local_EOM Report Manager Process Monitor **Run**

Refund Request Parameters		Personalize	Find	View All	First	1 of 1	Last
*Business Unit	Description			Load Directly to AP			
JUD13	Howard County Circuit Court			<input checked="" type="checkbox"/>			

Save Return to Search Previous in List Next in List Notify Add Update/Display

3. The **Process Scheduler Request** page will display.
 - a. Confirm the AR_REFUND Process Name is listed and selected in the Process List section.
 - b. Click the **OK** button.

Process Scheduler Request

User ID debbie.seipp Run Control ID Local_EOM

Server Name [Dropdown]
 Run Date 04/06/2017
 Recurrence [Dropdown]
 Run Time 5:37:12PM
Reset to Current Date/Time

Time Zone [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AR_REFUND	AR_REFUND	Application Engine	Web	TXT	Distribution

OK
Cancel

4. The [Refunds](#) page will display.
 - a. A Process Instance number will display. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the AR_REFUND process is running.
 - b. Click the **Refresh** button until the *Run Status* reads “Success” and the *Distribution* reads “Posted”.

View Process Request For

User ID
 Type Last 1 Hours

Server Name
 Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List										Personalize	Find	View All	First	1-3 of 3	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	1195602		Application Engine	AR_REFUND	debbie.seipp	04/06/2017 5:37:12PM EDT	Success	Posted	Details						
<input type="checkbox"/>	1195601		SQR Report	AR30003	debbie.seipp	04/06/2017 5:23:30PM EDT	Success	Posted	Details						
<input type="checkbox"/>	1195594		PSJob	ARUPDATE	debbie.seipp	04/06/2017 5:13:23PM EDT	Success	Posted	Details						

- c. Click the [Details](#) link. Click the Message Log. It will list the total number of refund invoices that were loaded to the Voucher Staging tables from where the AP vouchers will be created and funds disbursed.

The total number of refund invoices listed should match the transactions listed in the AR-UPDATE message log you ran earlier.

Message Log

Process

Instance: 1509660 Type: Application Engine
 Name: AR_REFUND Description: AR_REFUND

Personalize Find View All First 1-5 of 5 Last				
Severity	Log Time	Message Text	Explain	
10	2:19:01PM	Start Receivables Refund Process	<input type="button" value="Explain"/>	
10	2:19:02PM	Stop Receivables Refund Process	<input type="button" value="Explain"/>	
	2:19:02PM	Total number of refund invoices: 9	<input type="button" value="Explain"/>	
	2:19:16PM	Published message with ID f4117e70-0d04-11e8-80c3-a6bd384208c3 to create entry in folder GENERAL.	<input type="button" value="Explain"/>	
	2:19:16PM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>	

END OF THE LOCAL REVENUE DISBURSEMENT PROCESS